

FY2023 Policies & Procedures Updates and Revisions

With the release of the updated version of the FY2023 Policies and Procedures manual, we would like to highlight both new and updated sections of the manual. The tables below outline both new additions to the manual (Table 1) and significant updates to the manual (Table 2). Please take some time to review these additions to the Policies & Procedures manual.

We also want to take this opportunity to emphasize a significant change to back-up documentation submission requirements. You will see this change included in Table 1 under the heading of Monitoring Activities. We are also including a summary of the notable changes to this aspect of award monitoring following the included tables. The intent of this policy change is to reduce the administrative burden associated with MOVA-administered awards when possible. Please review these changes. Any questions about this change in policy can be directed to MOVAGrants@mass.gov.

Table 1: New Additions to the Policies & Procedures Manual

NEW ITEM	DESCRIPTION	Page #
VOCA Eligibility Requirements	Eligibility requirements have not changed but have been added to the manual.	4
Funding Priorities	Funding priorities have not changed but have been added to the manual.	6
Federal Special Conditions	Requirements for new special conditions, 'Determination of Suitability to Interact with Participating Minors' and 'Employment Eligibility Verification', have been added to the manual.	16-17
Desk Reviews	Information on desk reviews has been added to the Site Visit section.	18
Monitoring Activities	Monitoring activities for each monitoring level have been updated. Back-up documentation submission requirements with expenditure reports have changed.	19-20
Cash on Hand	The federal requirement that all reimbursements must be spent or disbursed within 10 days or be returned to MOVA has been added.	25
Budget Amendments	The budget amendment process has changed. All budget amendment requests require approval by MOVA.	33

Table 2: Updates to the Policies & Procedures Manual

UPDATED ITEM	DESCRIPTION	Page #
LEP Requirements	Added clarification that Limited English Proficiency (LEP) access practices must be documented in written policy/procedure.	14
Victim Compensation Assistance	Requirements for assistance with Victim Compensation have not changed but clarification has been added to the manual.	15
UEI Registration	Former section on SAM Registration has been updated to reflect the federal change from DUNS number to Unique Entity Identifier (UEI).	15
Supplanting	Clarification and examples have been added to the Supplanting section.	24
Cost Reimbursement	Clarification added to the Cost Reimbursement section.	25

Monitoring Activities

Consistent with practices during the FY2022 award cycle, monitoring activities will be guided by MOVA's risk assessment and assigned monitoring level (Level 1, Level 2, or Level 3) in FY2023. However, the monitoring activities associated with each monitoring level will be different starting in FY2023. The most significant change is the expectation for back-up documentation submission with expenditure reports.

Below is an outline of the standard monitoring activities that take place during award periods for each assigned monitoring level. Sub-recipient agencies will receive notification of the monitoring level assigned to each award prior to the start of the FY2023 award cycle. Monitoring activities are subject to change at the discretion of MOVA staff and can increase or decrease in intensity and frequency based on the overall performance of an award and/or any administrative, fiscal or programmatic concerns that may arise.

- Level 1:
 - No backup documentation is required to be submitted with expenditure reports unless specifically requested by MOVA
 - A minimum of one desk review per fiscal year will be conducted to review at least one full month's reimbursements with complete backup documentation
 - One complete site visit, including both programmatic and financial monitoring, will be conducted every two years
- Level 2:
 - No backup documentation is required to be submitted with expenditure reports unless specifically requested by MOVA
 - A minimum of one desk review per fiscal year will be conducted to review at least two full month's reimbursements with complete backup documentation
 - One complete site visit, including both programmatic and financial monitoring, will be conducted every two years
- Level 3:
 - Provide complete backup documentation for all expenses included in expenditure reports for the first quarter of the award period. After the completion of the first quarter of expenditure reports, MOVA will inform sub-recipient agencies whether backup documentation submission can be reduced or should continue for an additional period of time. This decision will be dependent on expenditure report performance.
 - Routine desk reviews to review reimbursements and backup documentation will begin when and if the sub-recipient agency begins submitting expenditure reports with reduced backup documentation.
 - Ongoing technical assistance will be provided over the course of the award cycle
 - One complete site visit, including both programmatic and financial monitoring, will be conducted every two years

*Regarding backup documentation for expenditures: It is the responsibility of the sub-recipient agency to request for reimbursement only those expenses that are included in the approved budget and only expenses that have been incurred by the agency. It is also the responsibility of the sub-recipient agency to retain backup documentation to support all costs requested for reimbursement against a contract or ISA, including match expense when applicable, and to be able to provide such documentation to MOVA upon request. **MOVA reserves the right to request the return of any funds without adequate associated backup documentation.***